



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS PACIFIC  
CAMP SMEDLEY D. BUTLER, OKINAWA  
UNIT 35006  
FPO AP 96373-5006

IN REPLY REFER TO:  
5090  
F/EAB/28085  
4 Apr 14

MEMORANDUM

From: Environmental Management System Manager  
To: MCB Camp Butler EMS Core Team Members

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MCB CAMP BUTLER CORE TEAM  
MEETING MINUTES

Ref: (a) III MEF/MCIPACO 5090.1

Encl: (1) March 2014 EMS Core Team Meeting Agenda  
(2) March 2014 Attendance Roster

1. Per reference (a), the MCB Camp Butler EMS Core Team met on 19 March 2014 at Bldg. 363, 3rd Floor Conference Room. The meeting was started at 0907 hours and the agenda is contained in enclosure (1).

2. The meeting was chaired by (b)(6) and the list of attendees is contained in enclosure (2).

3. The following is a summary of the meeting discussion:

a. Environmental Personnel. (b)(6) presented the following Environmental Personnel Changes:

(b)(6)  
(1) (b)(6) is now the MCIPAC Environmental Director and EMS Manager. He replaced (b)(6) who PCS'd on February 20, 2014.

(b)(6) (2) There are two additions to Environmental Affairs Branch, (Comprehensive Environmental Training and Education Program (CETEP) Coordinator) and (b)(6) (Camp Hansen Environmental Coordinator).

(3) One GS-0819-13 position will be announced soon for Engineering & Science Director.

b. 2013 Benchmark Environmental Compliance Evaluation (ECE) Plan of Action and Milestones (POAM) Update. (b)(6) updated the team on the following status of the 2013 Benchmark ECE POAM:

(1) Completed annual POAM validation in February 2014.

(2) POAM Status as of March 2014:

POAM Status Legends:	Qty
Closed	91
In-progress	23
Open	0

c. FY14 Environmental Action Plan (EAP) Update

(1) FY14 EAP-1: Solid Waste Diversion: (b)(6) updated  
the team on Solid Waste (SW) Diversion EAP for (b)(6) See  
enclosure (1) Agenda, pages 6 & 7.

(a) SW Diversion still ranks as one of the highest in risk ranking of our significant aspects of practices and we still need to prioritize resources towards increasing our SW diversion rate.

(b) SW disposal SOP "What Do I Do With This SW?" is being drafted to provide disposal guidance and control of common SW such as tires, electronics, furniture, wooden pallets, etc. We need the EMS Core Team's input on this to ensure we develop an effective SOP that covers common SW streams and represents all practice owners. We plan to publish the SOP before August 2014.

(c) Glass Disposal: (covered also in part by (b)(6)  
during the last part of the meeting) Improved glass disposal contract is being worked on to solve our current glass disposal issues. The use of a glass crusher is being considered to help solve our glass disposal problem. We are now conducting a glass crusher feasibility as part of our EAP-1 with an estimated completion date of July 2014. (b)(6)

(2) FY14 EAP-2: Reduce Facility Energy Intensity: (b)(6)  
updated the team on Reduce Facility Energy Intensity EAP for (b)(6)  
(b)(6) See enclosure (1) Agenda, pages 8 & 9.

(a) First item on EAP-2 is to maintain no-cooling in winter and cooling temperature of 78F-80F in cooling season. A/C shutdown will continue until the end of March 2014. According to (b)(6)  
(b)(6) the latest date to turn on the A/C is April 1, 2014.

(b) Repair of outside air dampers on Camp Courtney, Camp Foster, and Camp Hansen for better control of outside air intake is also part of EAP-2 and is awaiting funds from MCICOM.

(c) Last item on EAP-2 is waiting on a \$1.7 M funding approval from MCICOM to replace existing EXIT signs with LEC EXIT

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM MEETING MINUTES

signs. According to [REDACTED], LEC stands for Light Emitting Capacitor which is also known as electroluminescent light source. LEC lights also have the longest lifespan, estimated at 30 years. Operating at less than 1/4 watt of electricity compared to our current 10 watt incandescent EXIT signs, this project will definitely cut a big slice on our energy usage.

(3) FY13 EAP-4: Vehicle Fuel Consumption Reduction: Mr. Thomas Ramer updated the team on Vehicle Fuel Consumption Reduction EAP.

(a) Improving the Green Line Bus service will continue to play a big part of the EAP-4 to reduce fuel consumption.

(b) GME is now using smaller buses that are more fuel efficient to minimize fuel use. Two smaller buses (with passenger capacity equal to one big bus) consume less fuel than one big bus. The use of E-bus (Extra Bus) was also implemented to provide support for small buses that could not handle all passengers on a call in basis but the wait will be around 30 minutes.

(c) Efficiency run time data is being analyzed also to make adjustments to bus route schedules. To cut more fuel consumption, GME is considering eliminating bus route schedules during non-efficient hours.

(4) FY13 EAP-5: Reduce Consorb Waste Disposal: [REDACTED] updated the team on Reduce Consorb Waste Disposal EAP.

(a) [REDACTED] was assigned the FY14 Target to reduce contaminated absorbent (consorb) waste disposal by 5% in FY14. He will need support from Environmental Camp Coordinators to develop camp/station specific plans on how we can efficiently meet our target.

(5) FY13 EAP-5: Integration of Radon Data into GIS: [REDACTED] updated the team on Integration of Radon Data into GIS EAP. See enclosure (1) Agenda, pages 14 & 15.

(a) Radon data integration is more than 95% complete and will 100% finish by the end of April 2014.

(b) Once the data integration is complete, FSMB will store the data in their Oracle/GIS data base.

d. Additional Information. [REDACTED] shared the following information:

(1) New Environmental SharePoint Site  
<https://sharepoint.mcbbutler.usmc.mil/FE/ENV/default.aspx>

(2) Hazardous Material Management System (HMMS)

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Implementation: 17 March 2014 - 2 April 2014

(3) Range Environmental Vulnerability Assessment (REVA): 24-28 March 2014

e. EMS Document Update: (b)(6) briefed the team on EMS Document updates. See enclosure (1), pages 17 to 19, Agenda for listing of revised, newly published, and cancelled documents from January to March 2014.

4. Conclusion. (b)(6) opened the floor to EMS questions and concerns not covered by the meeting agenda. No additional EMS concerns were brought up at the meeting. (b)(6) concluded the meeting with the following information:

a. The Core Team meeting minutes will be distributed to Core Team members and other interested parties.

b. The EMS Core Team members were reminded to brief their chain of command on the all environmental activities. Upcoming events:

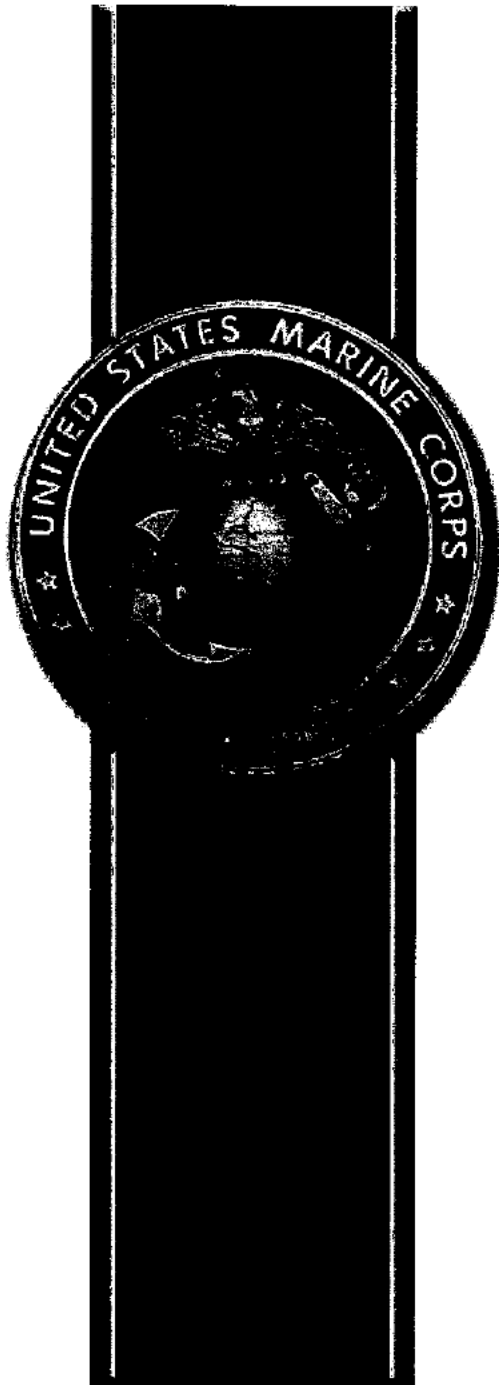
(1) Next Core Team meeting - June 2014

(2) Internal ECE - May/June 2014

5. The meeting adjourned at 0930 hrs.

6. Please brief your chain of command of the contents of this EMS Core Team Meeting Minutes.

7. The EMS Core Team point of contact is (b)(6)  
(b)(6)



# **MCB CAMP BUTLER EMS CORE TEAM MEETING 2ndQuarter FY 2014**

**Date: 19 March 2014**

**Time: 0900-1000**

**Location: Bldg. 363 Conference Room**

**Chairperso<sup>(b) (6)</sup>**  
**Facilitator:**

Enclosure (1)

# **Meeting Agenda**

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- **Environmental Personnel**
- **2013 Benchmark ECE POAM Update**
- **Environmental Action Plan (EAP) Update**
- **New SharePoint Site**
- **Additional Information**
- **EMS Document Update**
- **Conclusion**

Enclosure (1)

EMS Core Team Meeting March 2014

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# Environmental Personnel

- **Changes:**

(b) (6)

ted – 20 February

VCIPAC Environmental Director

- **New Employees:**

(b) (6)

Comprehensive Environmental Training and  
Education (CETEP) Coordinator

(b) (6)

Camp Hansen Environmental Coordinator

- **Vacancies:**

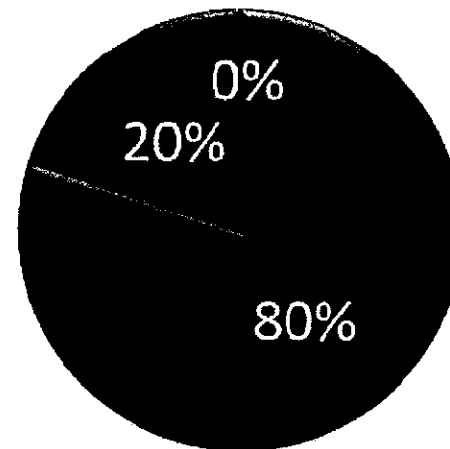
- GS-13 Environmental Support Director
- GS-13 Engineering and Science Director

# 2013 Benchmark ECE Update

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## POAM Status for HQMC Annual Validation

POAM Status Legends:	Qty
Closed	91
In-progress	23
Open	0



■ Closed

■ In-progress

■ Open

Enclosure (1)



# **FY14 Environmental Action Plan**

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- **FY13 EAP-1: Increase Solid Waste Diversion**
- **FY13 EAP-2: Reduce Facility Energy Intensity**
- **FY13 EAP-3: Reduce Petroleum Products Use**
- **FY13 EAP-4: Reduce Consorb Waste Disposal**
- **FY13 EAP-5: Integrate Radon Data into GIS**

Enclosure (1)

# **EAP-1: Increase Solid Waste Diversion**

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Objective: **Reduce the impact of solid waste generation**

Target: **Divert 68% of non-hazardous solid waste from the waste stream in FY14**

<sup>(b) (6)</sup>

Assigned To:

Performance Measure: **Solid Waste Diversion Rate (%)**

Environmental Practice: **Building operation**

Environmental Aspect: **Solid waste generation**

Risk Ranking Score: **26.8**

Enclosure (1)

# EAP-1 Increase Solid Waste Diversion

PLAN OF ACTION						
Item	Action	Funding and Resource Requirements	Responsible Person/Unit	Due Date	Completion Date	Status
1	Develop SW disposal SOP, "What do I do with this SW?"	Support from FSCU	P2 Prog Mgr/TWM	30-Aug-14		
2	Conduct feasibility study on glass crusher	N/A	P2 Prog Mgr/TWM	30-Jul-14		
3	Conduct feasibility study on composting	N/A	P2 Prog Mgr/TWM	15-Jul-14		

Enclosure (1)

## **EAP-2: Reduce Facility Energy Intensity**

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Objective: **Reduce electricity use in buildings**

Target: **Reduce energy intensity of facilities by  
37.5% by FY20 using FY03 as baseline  
(FY14 Target: 3% reduction from FY13)**

Assigned To: <sup>(b) (6)</sup>

Performance Measure: **Building Energy Intensity Used  
( MBTU/KSF/YR)**

Environmental Practice: **Building operation**

Environmental Aspect: **Electricity use**

Risk Ranking Score: **24.7**

Enclosure (1)

## EAP-2: Reduce Facility Energy Intensity

PLAN OF ACTION						
Item	Action	Funding and Resource Requirements	Responsible Person/Unit	Due Date	Completion Date	Status
1	Maintain no-cooling in winter, and cooling temperature of 78F-80F in cooling season.	Achieved by in-house labor. May require repair of air-conditioning components to allow this operation.	FMO/FMB	Continuous		Mechanical cooling has been shut down for winter (200+ buildings exempted).
2	Repair outside air dampers on Camp Foster, Courtney and Hansen, for better control of outside air intake.	\$1,700,000 has been requested as EIP.	Energy OIC/ FMB	TBD		Pending fund from MCICOM.
3	Replace exit signs with LEC throughout Camp Butler.	\$1,345,000 has been requested as EIP.	Energy OIC/ FMB	TBD		Pending fund from MCICOM.

Enclosure (1)

## **EAP-3: Reduce Petroleum Products Use**

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Objective: **Reduce vehicle fuel consumption and air emissions**

Target: **Reduce use of petroleum products by vehicle fleets by 30% by FY20 using 2005 as baseline (FY14 Target: 2% from FY13)**

Assigned To: <sup>(b) (6)</sup>

Performance Measure: **Amount of petroleum products used by vehicle fleets (Gallons)**

Environmental Practice: **Vehicle operation**

Environmental Aspect: **Fuel Use**

Risk Ranking Score: **26.7**

Enclosure (1)

# EAP-3: Reduce Petroleum Products Use

PLAN OF ACTION						
Item	Action	Funding and Resource Requirements	Responsible Person/Unit	Due Date	Completion Date	Status
1						
2						
3						

Enclosure (1)

## **EAP-4: Reduce Consorb Waste Disposal**

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Objective: **Reduce hazardous waste disposal**

Target: **Reduce contaminated absorbent (consorb) waste disposal by 5% in FY14**

Assigned To: <sup>(b) (6)</sup>

Performance Measure: **Amount of consorb waste generated (Kg) and cost savings (\$)**

Environmental Practice: **Vehicle operation**

Environmental Aspect: **Hazardous waste generation**

Risk Ranking Score: **23.93**

Enclosure (1)



# EAP-4: Reduce Consorb Waste Disposal

PLAN OF ACTION						
Item	Action	Funding and Resource Requirements	Responsible Person/Unit	Due Date	Completion Date	Status
1						
2						
3						

Enclosure (1)

## **EAP-5: Integration of Radon Data into GIS**

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Objective: **Manage radon data**

Target: **Integrate indoor air quality radon gas data into Geographic Information System (GIS) in FY14**

Assigned To: <sup>(b) (6)</sup>

Performance Measure: **Amount of data integrated into GIS (type and quantity of data)**

Environmental Practice: **Building operation/maintenance/repair**

Environmental Aspect: **Radon presence**

Risk Ranking Score: **13.15**

Enclosure (1)

# **EAP-5: Integration of Radon Data into GIS**

<b>PLAN OF ACTION</b>						
<b>Item</b>	<b>Action</b>	<b>Funding and Resource Requirements</b>	<b>Responsible Person/Unit</b>	<b>Due Date</b>	<b>Completion Date</b>	<b>Status</b>
1	Integrate 722 building samples of radon into GIS. 374 Buildings are funded for future Sampling. Total number of buildings that can be sampled (pending)	Contract	[REDACTED]	4/30/2014		95% Complete
2	Integrate 300 radon mitigation system data into GIS.	Contract	[REDACTED]	6/30/2014	1/15/2014	Done

Enclosure (1)

## **Additional Information**

- **New Environmental SharePoint Site**

- <https://sharepoint.mcbbutler.usmc.mil/FE/ENV/default.aspx>

- **Hazardous Material Management System (HMMS) Implementation**

- 17 March – 2 April

- **Range Environmental Vulnerability Assessment (REVA)**

- 24-28 March

# EMS Documents Revised & Cancelled

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## **Revised** (Jan-Mar 2014)

- EMSP 04.1 (EN) FY14 Objectives and Targets Ver 1
- EMSP 04.1 (JN) FY14 Objectives and Targets Ver 1
- EMSP 13.1 Environmental Compliance Desktop Procedures Ver 1
- EMP 13.7 Cane Toad Flyer Ver 2
- EMP 13.7.1 Camp Kinser Cane Toad Flyer Ver 2
- EMSP 06.1.2 (EN) Training Eval Form (EN) Ver 1
- EMSP 06.1.2 (JN) Training Eval Form (JN) Ver 1
- EMSP 06.1.4 Environmental Training Nomination Form Ver 1

Enclosure (1)

# EMS Documents Revised & Cancelled

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## **Cancelled** (Jan-Mar 2014)

- EMSP 09.11.9            ECC Agenda (JN)
- EMSP 09.14.1            ECC Refresher Agenda(JN)
- EMSP 09.14            ECC Refresher Overview(JN)
- EMSP 09.11.1            ECC (JN)
- EMSP 9.5.1            ECC Refresher(EN)
- EMSP 09.1.1 (EN) Training Eval Form (EN):  
(republished as EMSP 06.1.2 (EN) Ver 1)
- EMSP 09.1.1 (JN) Training Eval Form (JN):  
(republished as EMSP 06.1.2 (JN) Ver 1)
- EMSP 09.10            Env Training Nomination Form:  
(republished as EMSP 06.1.4)
- EMSP 16.1    ECC Desktop Procedures :  
(republished as EMSP 13.1)

Enclosure (1)

# **EMS Documents Being Drafted & Staffed**

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- **EMP 12.1 Integrated Natural Resources and Cultural Resources Management Plan**
- **EMP 13.1 Env Pocket Guide for Marine in Field Ver 7**
- **EMS 1 EMS Manual Ver 5**
- **EMP 16.1 Radon Mitigation Systems Inspection SOP Ver 1**
- **EMP 16.2 Radon Mitigation Systems Maintenance SOP Ver 1**
- **EMP 06.3 What Do I Do With This?**

Enclosure (1)

# Conclusion

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- Upcoming events:
  - Next Core Team Meeting – June 2014
  - Internal ECE – May/June 2014
- Will send minutes to EMS Core Team
- Please brief your chain of command

**Thank you!**

Enclosure (1)

EMS Core Team Meeting March 2014

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ATTENDANCE ROSTER  
EMS CORE TEAM MEETING  
Dec 2013

(b) (6)



ATTENDANCE ROSTER  
EMS CORE TEAM MEETING  
Dec 2013

(b) (6)

NAME	SIGNATURE	DATE	TIME
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